ANS Correspondence

McAllister, Martin D.
[1st Lt., 19th Infantry,
Camp Sherman, OH]

1921 - 1924

Camp Sherman, Ohio.
March 13th, 1921.

The American Numismatic Association,
New York City.

Gentlemen:-

Request that you send me information relative to membership in the association, and to the official publication of the association, and oblige,

Martin D. McAllister

(Martin D. McAllister)
1st Lt., 19th Infantry

March 17th, 1921

Lt. Martin D. McAllister, 19th Inf.
Camp Sherman, Ohio

Dear Sir:

In reply to your favour of March 13th, I take pleasure in enclosing a leaflet describing briefly the aims of our Society, together with an application card in the event that you will consider an invitation to become a member.

The dues of an Associate Member are but Five Dollars annually. This would give you the privilege of receiving all numismatic publications issued by our Society.

Very truly yours,

Secretary

SPN/E
Enc.

U.S.S. Henderson
Hampton Roads
Oct 5 1917.

The Secretary
American Numismatic Society
Broadway & 156th St.
Newyork City

Sir:-

Will you change your records as follows:- From

Lieut Martin D. McAllister
c/o 19th Infantry
Camp Sherman Ohio

to

Captain Martin D. McAllister
c/o 19th Infantry
Presidio of San Francisco
California.

In addition will you write me at the new address giving the cost of membership plaques in silver and bronze.

Further — I am very anxious to get information as to the mechanical processes involved in the manufacture of medals, plaques and all such items. By this I mean the method of modelling — reducing the size of the medal from the clay models — casting or stamping processes — whether or not photography is used in reproduction etc. Can you tell me of any books or circulars which will give me the data indicated.

Have you any photographs of the interior of the museum? Of various display cases, showing medals, coins, etc? Detail photographs of groups of plaques, etc? I am most especially interested in portraits and commemorative pieces. Is there an illustrated book covering the collection of coins and medals in the Chateau de Blois, Blois, France?

This is indeed a conglomerate list of questions, but having procrastinated so far, I am rushing all my inquiries ashore in one letter, before sailing for the west coast, so that a month from now, on landing, I will be assured of receiving some word covering the many queries noted above.

Again—how can I obtain any medals or plaques, where same are available for purchase.

Your assistance in this matter will be greatly appreciated.

Yours very truly

Martin D. McAllister.

Sent October 7th, 1921.

Copy of "Art of the Medal"
" Historical Sketch with note that engraving name would be $1.26 extra.
" Folder usually sent with membership applications.

Do you care to mention that the above are gratis?

October 8th, 1921.

Captain Martin D. McAllister,
c/o 19th Infantry,
Presidio of San Francisco,
California.

Dear Capt. McAllister:-

We were very glad to receive your letter, and the number of questions contained therein was not as troublesome as you seem to think they might be.

Under separate cover we are sending you a number of our publications. There is no charge for these. They will give you much of the information you desire. I am enclosing a list of the medals mentioned in the Historical Sketch which are still available.

Please be careful in ordering your membership or other medals to specify whether you want silver or bronze. The bronze are more likely to be available than the silver one and aside from the cost they tarnish much less quickly ~~then~~ to my way of thinking are perhaps the more desirable of the two.

I am unaware of any book illustrating the coins and medals in the collection at the Chateau de Blois.

Awaiting your further communications, I am,

Yours very truly,

Secretary.

October 5th, 1922.

Capt. Martin D. McAllister,
c/o 19th Infantry,
Presidio of San Francisco,
California.

My dear Capt. McAllister:-

We are enclosing herewith the third bill for your dues for 1922.

Under our by-laws members may be dropped from our roll, if in arrears for twelve months.

We can not send you further publications till the current dues are paid.

Will you not give this matter your attention ?

Yours very truly,

Treasurer.

January 4th, 1923

Captain Martin D. McAllister
C/o 19th Infantry, Presidio, Cal.

Dear Captain McAllister:

I am enclosing, herewith, bill for 1922 and 1923 dues. The non-payment of the 1922 dues has probably been through an oversight. May we not hope for an early reply as our Council meets on January 12th, and members who have not paid their dues for 1922 are to be dropped from the Roll.

Your interest in this Society in the past makes us feel sure that if case you do not care to continue as a member, you would prefer to pay the arrears and present your resignation in due form. We hope, however, that you will continue your membership.

Very truly yours,

Acting Secretary & Curator

February 3rd, 1923.

Captain Martin D. McAllister,
c/o 19th Infantry,
Presidio of San Francisco,
California.

Dear Sir:-

I am instructed to advise you that, at the last meeting of the Council of The American Numismatic Society, your name was dropped from our membership roll for the non-payment of dues. Upon payment of the arrears, however, you may be re-instated.

Very truly yours,

Acting Secretary.

209 Infantry Terrace,
Presidio of San Francisco,
California,
June 20, 1924.

Secretary,
The American Numismatic Society,
Broadway, between 155th
and 156th Streets,
New York City.

Sir:

I am asking the following questions principally because of the fact that it is difficult to find the necessary funds to keep up my membership in the Society, in the face of so many more material demands. If you will jot down the answers just below the questions and return this letter to me, I shall be greatly obliged.

1. If I could, from time to time, remit $5.00 for my dues for 1922, '23 and '24, could I get the monographs which I would normally have gotten each year, had I kept my membership up to date?

2. Could I now, altho delinquent in dues, purchase medals published by the Society (having in mind the Babelon Medal in bronze)?

3. Can coins or medals be bought from you or through you by non-members?

Martin D. McAllister

Martin D. McAllister,
Captain, Infantry, U.S.A.

Martin McAllister..... Dropped January 1923.
Paid no dues through 1922. Did not receive
monographs 15 and 16 of 1922.

June 20th, 1924

Captain Martin D. McAllister
209 Infantry Terrace
Presidio of San Francisco, Cal.

Dear Sir:

Replying to your letter of June 10th, it will be possible for you to have the lacking monographs in the series forwarded to you if you remit from time to time dues covering Associate Membership for the years 1922, 1923 and 1924; but our rules will not permit your re-instatement as an Associate until the dues have been fully paid up. We can send you the medal of Babelon, however, at this time.

The Society occasionally has duplicates of which it is glad to dispose but it makes no practice of selling, and it very rarely has anything of importance to offer.

Very truly yours,

Secretary

inside of folder

SUGGESTION—The best results are obtained by attaching to all letters the tissue copy of your reply. This facilitates reference.

ALPHABETICAL FILING.

1—Place in the file a set of Guide Cards indexed with the subdivisions of the alphabet. For a single file use 25 guides indexed from A to Z. For larger outfits we can supply guides alphabetically subdivided into sets of all sizes from 40 to 3,000 A to Z, provided the quantity is a multiple of 20, as 40, 60, 80, 100, etc. For such outfits we suggest the use of 40 guides to each file.

2—Write the name of firm, individual or subject, using separate folder for each important heading, index said folder by placing it between the alphabetical guides.

3—Use a set of Red tab Folders lettered alphabetically to correspond with lettering on guide tabs, place one folder behind each guide. In these folders file all miscellaneous papers that do not justify a special folder. This prevents crowding the files with many folders of little value.

4—For transferring alphabetical files, best results are obtained by removing all the folders, with contents intact, to transfer case of same capacity. See illustration below.

NUMERICAL FILING.

This form of filing is used only in exceptional cases. Using Guide Cards numbered at intervals of 10, and a separate folder for each name or subject numbered from 1 up. As a reference or key, use S/W Card Outfit, alphabetically indexed.

When desirable to transfer single folders as they become bulky or obsolete, use transfer volumes,* that can be stored away on shelves, recording date of transfer and case number on the new folder, using form below:

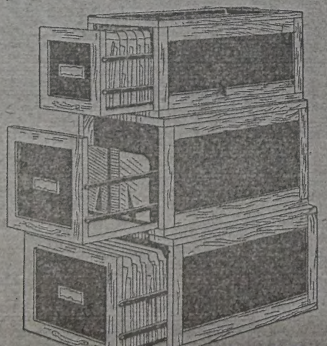
(*See illustration No. 591 below.)

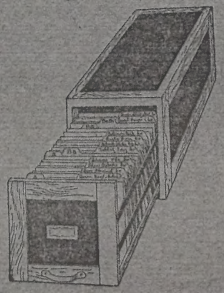
Month	Day	Year	Volume	Month	Day	Year	Volume

Bill size
No. 790

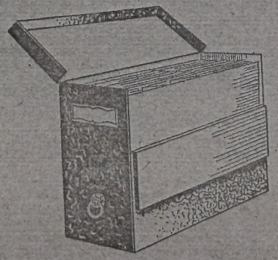
Letter size
No. 791

Cap size
No. 792





A Single Storage Case
Illustrating Alphabetical Filing



No. 591 Transfer Volumn
as Used for Vertical Folders